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FORMS MANAGEMENT BRANCH
Weekly Report
2 September 1959

1. CONTRIBUTIONS**a. TANGIBLE**

- (1) Completed 13 actions requiring the printing of 153,750 copies or sets of blank forms.
- (2) One new; one revised form approved.
- (3) One form obsoleted.

b. INTANGIBLE**(1) Standard Forms Status Guide** 25X1

The guide and two subsequent change circulars were reviewed; action taken as follows:

- (a) Notified offices of primary interest of obsolete forms.
 - (b) Posted changes in edition dates to "Form Record and Index Control Cards."
 - (c) Notified Machine Records Division of changes in edition dates.
 - (d) Updated Agency Standard Form Stock Books.
 - (e) Sent VM copies of each new edition.
- 25X1

(2) Headquarters and Field Indices of Regulatory Issuances

Reviewed all issuances; obtained those which were missing. References to forms noted on "Form Record and Index Control Cards." Notified Machine Records Division of deletions and additions of reference citations.

2. ASSIGNMENTS**a. ACTIVE****(1) Forms Analysis Projects**

25X1

<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Total</u>
	6	5	11
	1	1	2
	1	1	2
	0	3	3
	1	3	4
TOTALS	<u>9</u>	<u>13</u>	<u>22</u>

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(2) Employee Suggestions

Analyst Pending

25X1

	2
	1
TOTAL	3

(3) Teletype Dissemination Information Reports and Systems

25X1

Awaiting proofs from printer.

(4) Revision of Dispatch Forms

25X1

(5) Improved Management of Stocked Forms

25X1

Building Supply Offices and the Warehouse continue to issue new stocks before using up old stocks. [] has been asked to line up a meeting with Supply Division officials to correct this.

25X1

(6) Uniform Information Report

25X1

The printer has delivered Army's version of the Uniform Report Form. Initial distribution is now being made to military attaches.

(7) New Building Project

25X1

Records Control Schedule has been redrafted; now awaiting Mr. [] comments.

25X1

(8) Revision of Courier Receipt and Log Record

25X1

Printer's proofs are due on 10 September.

(9) Expediting Printing of Information Reports

25X1

(10) Improvement of Quality of Information Reports Production

25X1

25X1

Deficiencies in proposed [] DDP memo of instructions have been discussed with the author, []. He agrees that all data included must be factually correct. Questionable items have been extracted and are now being reviewed by Mr. Duke Brannock, Addressograph-Multigraph Co. Mr. Pete Martin, McGregor Carbon Forms Co. has agreed to write a general paper on how to store and handle offset and ditto masters.

25X1

25X1

(11) Proposed Revision of Security Officer Check List, Form 109

25X1

Initial draft prepared and discussed with Messrs. []. I recommended further changes and form is now being redrafted.

25X1

25X1

(12) "A" - Forms Improvement Workshop

25X1

Rebound slides and small prints to be delivered on 9 September.

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b. INACTIVE

(1) Elimination of Transmittal Dispatch for T&A Forms []

25X1

25X1

(2) Elimination of Transmittal Dispatches for Personnel-type Data [](3) Security Handling of Forms at []

25X1

3. NEWS

a. AGENCY MULTI-PURPOSE ENVELOPE []

25X1

Contract was awarded to low bidder, Union Envelope Co., Richmond, Va. Samples submitted were excellent. We will pay \$12.81 per M for the small envelopes and \$16.36 per M for the large envelopes. This is only about 3-4 mills more per envelope than we were paying for plain envelopes from GSA. The versatility of this new-type envelope coupled with the improved Courier Receipt and Log Record more than justifies the slight increase in cost.

b. [] INJURY

25X1

Line of duty injury to her right hip suffered 31 July in fall on a rubber band at the head of the 1600 Wing, Quarters Eye seems to be healing satisfactorily. Regular diathermy treatments given her by the Medical Office are assisting in her recovery.

25X1

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Weekly Report for Week Ending 2 September 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

a. Tangible

- (1) A revised records control schedule was reviewed, approved and forwarded to OSI for application.

2. Assignments - Active

25X1

a. Shelf Filing

- (1) OP/Records and Services/Test Installation

No change from previous report.

- (2) OO/Contact Division/

25X1

- (3) Office of Security/Building 13

- (4) OCR/IR/FE/NEA

No change from previous report.

- (5) OTR/Assessment and Evaluation Staff

- (6) OTR/Operations School/Headquarters Training

The Budget Office, O/L has approved the requisitions for these Staffs and are now being processed by General Purchase Branch, O/L for procurement.

25X1

Received request for a survey in a secure area for a shelving installation, and have arranged for the survey this week.

- (8) Office of Communications/TIT Staff

At the request of the ARO, surveyed a secure area for shelving and recommended several types that would house the over-size material to be filed. Also arranged for them to visit our installation in RI/DD/P. Plans will be drawn up when decision is made on size of equipment needed.

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b. Filing Systems

- (1) Installation of shelf files in section of Editorial Branch of FBIS.

We are still awaiting the arrival of metal dividers to be used with the shelf files. However, the office has converted to using shelf files and as a result has released one (1) 5 drawer cabinet and two (2) 3 section book cases. This transfer to shelving resulted in the destruction of several cubic feet of records and has made the personnel aware of the advantages of complying with the established Records Control Schedule.

A follow-up will be made with the vendor to speed up delivery of the guides.

- (2) Medical Staff.

No change from previous report. []

25X1

- (3) Filing System: Clerical Recruitment Branch/OP ([])

25X1

Project suspended while [] is on leave.

25X1

- (4) FE/DD/P

Area Records Officer decided to use available book cases due to the small quantity of reference material involved. Project dropped.

- (5) SR/DD/P

No change from previous report.

- (6) Watch Office

No change from previous report.

c. Records Control Schedules

- (1) Executive Registry []

No change.

- (2) FI Staff. Met with Messrs [] and discussed evaluation of 59 items on their schedule.

25X1

- (3) New Building Site []

25X1

Review completed by FMB and returned to us for approval.

25X1

Preparation of schedule continuing.

d. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes [] 25X1

(2) DD/P Support Records - Met with [] SSA/DDS 25X1
and discussed a plan for reviewing records holdings of that
office. []

(3) Predecessor Agency Records. Inventory is being typed [] 25X1

(4) Entrance-on-Duty and Refresher Training in Filing.

No change.

(5) Revision of Notices on Filing Equipment and Supplies. ([] 25X1
No change.

(6) Booklet on Records Center and Revised Form 490 ([] 25X1

No change.

e. Vital Materials

(1) OPERATION ALERT 1959

Participation of this Staff in Operation Alert was as follows:

1. Operation of Vital Materials Repository.
2. Assisting offices in review of VM deposits
3. Orientation of new emergency personnel in VM
Program and Repository procedure.

✓ Detailed information may be found in our Annual Operation
Alert report.

(2) Microfilming in OCR/GR continues. Filming of Security contract
file of Logistics Office was completed.

3. News

25X1

a. [] are on leave.

25X1

b. [] attending an agency conducted course on the RCA 501
Computer.

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